

**Subject:** Re: Westchester Town Center SUBMISSION OF BUSINESS IMPROVEMENT DISTRICT (BID) PROPERTY ASSESSMENT DATABASE FOR THE 2013 ASSESSMENT YEAR

**From:** Donald Duckworth <[duckworth.donald@gmail.com](mailto:duckworth.donald@gmail.com)>

**Date:** 06/13/2012 04:09 PM

**To:** Rick Scott <[rick.scott@lacity.org](mailto:rick.scott@lacity.org)>

**CC:** Paul Makowski <[paul.makowski@lacity.org](mailto:paul.makowski@lacity.org)>, Dennis Rader <[dennis.rader@lacity.org](mailto:dennis.rader@lacity.org)>

I'll make some calls & try to do it.

On Jun 13, 2012 3:54 PM, "Rick Scott" <[rick.scott@lacity.org](mailto:rick.scott@lacity.org)> wrote:  
If at all possible, yes. Thank you.

On Wed, Jun 13, 2012 at 3:53 PM, Donald Duckworth <[duckworth.donald@gmail.com](mailto:duckworth.donald@gmail.com)> wrote:  
Sooner than next Thursday?

On Wed, Jun 13, 2012 at 3:50 PM, Rick Scott <[rick.scott@lacity.org](mailto:rick.scott@lacity.org)> wrote:  
Don, Please arrange to have the BID's data sent in sooner than that if possible by having a special board meeting to approve the 2013 assessments. Thank you.

On Wed, Jun 13, 2012 at 3:44 PM, Donald Duckworth <[duckworth.donald@gmail.com](mailto:duckworth.donald@gmail.com)> wrote:  
Thanks Rick. We missed the last meeting.  
The roll will be approved by the Westchester BID Board on June 21.  
You'll get it that PM.

On Thu, May 17, 2012 at 2:04 PM, Rick Scott <[rick.scott@lacity.org](mailto:rick.scott@lacity.org)> wrote:

In order to insure the timely placement of the property assessment data on the County of Los Angeles property tax rolls, please submit your BID's property assessment data to our Office no later than Friday, June 1, 2012.

The BID's property assessment database must be formatted according to the three-column format as shown on the attached sample using Microsoft Excel. Do not total the columns. Government owned parcels (if any) are to be included in the same Excel file as non-government owned parcels in the same manner, but should be placed on a separate sheet. Note that the formatting has no totals, no currency formatting,

no dashes in the parcel numbers, and the agency account number listed just once at the top of the sheet. Please transmit the final database via email to the City Clerk Office's Technical Research Supervisor, Dennis Rader at [Dennis.Rader@lacity.org](mailto:Dennis.Rader@lacity.org).

The BID's property assessment database must be submitted even if there will be no changes for the 2013 assessment year. If your BID's Management District Plan allows for an annual assessment increase and the BID's Board of Directors has authorized an increase, please submit a copy of the Board's authorization along with the BID's property assessment database.

Please be advised that the annual data submission is a contract obligation and that pending invoices will not be processed until all contractual obligations are fulfilled.

If you have any questions, please contact our Office at [\(213\) 978-1099](tel:213-978-1099).

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Rick Scott  
Special Assessments Section  
Administrative Services Division  
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